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| It is expected that this Request for Absence Form is submitted to the academy at least 2 weeks in advance of the proposed absence. |
| Pupil name:  |  | Class / Year Group: |  |
| Start date of requested leave:  |  | End date:  |  |
| Return to school date:  |  | No. of days:  |  |
| What are the exceptional circumstances for your leave of absence request that you wish the school to consider? **Please provide evidence E.g. Note from employer / medical letter etc.** If a child has an unauthorised absence, a penalty notice, (a fine), will be levied for each child absent. Currently this is £160 per child if paid within 28 days, reducing to £80 if paid within 21 days. A second penalty notice is £160 per child to be paid within 28 days. A third penalty notice cannot be issued and legal action may be taken e.g. prosecution in court.  |
| Name of parent / carer (print):  |   |
| Address |  |
| Relationship to pupil: |  |
| Signature:  |   | Date:  |   |
| **For School Use** |
| Current attendance %:  |   |
| Previous LOA this academic year:  |   |
| Does the LOA request time coincide with an assessment period? |   |
| Any mitigating / aggravating circumstances (Including any ongoing medical issues):  |   |
| What evidence has been provided? (attach)  |   |
| Is the LOA approved?  | **YES**  | **NO**  |
| Reason, if not approved:  |   |
| If **YES** - Number of days to be authorised for this LOA application:  |  |
| Signature of Head Teacher:  |  | Date:  |  |
| **\***Register Code to be used for this LOA:  |  |